



ASQ SIX SIGMA BLACK BELT CERTIFICATION PROJECT AFFIDAVIT/VERIFICATION FORM

Please see the explanation of how to fill out this form on the reverse side.

One of the requirements for application approval for ASQ's Six Sigma Black Belt certification exam is the demonstration of experience. Six Sigma Black Belt affidavit(s) must be completed and submitted attesting to that fact. Provide **two** signed affidavits attesting to the completion of Six Sigma projects, signed by the project champions. If two Six Sigma projects have not been completed, **one completed** project will be allowed providing you have at least **three years** of work experience covered by the Six Sigma Black Belt Body of Knowledge (BOK).

- ☐ Check here if **two** projects have been completed.
- ☐ Check here for **one** completed project **and three years' work experience**.
If you have not completed at least one Six Sigma project, you will not be allowed to sit for this examination.

~~Completed, signed affidavits can be faxed to Certification Offerings at 414-298-2500 or e-mailed to cert@asq.org.~~
The signed Six Sigma affidavit(s) must be received at ASQ three weeks prior to the exam date.

1. Six Sigma project completed by _____
(applicant's name, please print) (member number)

2. Six Sigma project title: _____

3. Provide a brief description of the purpose of the project, and how it related to the business objective:

4. Six Sigma project's start and completion dates by month/year:

5. Provide a brief description of applicant's hands-on performance in completing Six Sigma project. Please include specific examples of tools used, i.e., process maps, metrics (DPU, DPMO, RTY), procedures, charts, etc. Do not send documentation.

6. Provide a brief statement on the benefits achieved by the successful completion of the project including, but not limited to, financial savings, labor, material costs, cycle-time reduction, etc.

7. Verification of completion by project champion:

Verification form completed by _____
(project champion's signature) (date signed)

Champion's name _____ Title _____

Company name _____

Address _____

Telephone/Fax/E-mail address _____

SIX SIGMA PROJECT AFFIDAVIT EXPLANATION PAGE

Six Sigma is a statistical measure of variability, typically in a given process. Its use is not limited to manufacturing but, as an example, it could be used to measure the number of substandard products. In the service industry, it could quantify delays in delivery or lag time in other processes. A successful Six Sigma project should yield virtually defect-free performance. It is a project that will provide breakthrough performance or improvement, which typically equals great monetary benefit to a company.

Before being allowed to sit for ASQ's Six Sigma Black Belt certification examination, an applicant must demonstrate experience in the use of the Six Sigma methodology. Six Sigma Black Belt affidavit(s) must be completed, signed, and submitted before an applicant will be allowed to sit for the examination. Completed affidavits can be faxed to Certification Offerings at 414-298-2500 or e-mailed to cert@asq.org. Applications that do not include the Six Sigma Project Affidavit(s) will be placed on "hold" until resolved. The signed Six Sigma affidavit(s) must be received at ASQ three weeks prior to the exam date.

1. Please print name of Six Sigma Black Belt applicant, along with her/his member number.
2. List the official name of the Six Sigma Black Belt project, as listed on your Six Sigma charter.
3. Explain briefly the problem you needed solved and how it related to your organization's objectives.
4. List the project's start and completion dates by month and year.
5. Please list the Six Sigma tools used. Be specific as to the name of the tool; specify data, measures, and metrics used. Provide as many examples as possible. Do not send any actual charts, maps, etc.
6. Explain briefly how close you came to reaching your goal and list the success(es) of this project. These may include, but are not limited to, financial savings, labor savings, material costs, cycle-time reduction, increased customer satisfaction, etc.
7. Verification section must include the project champion's signature and date signed. In addition, please print the name of the project champion and provide job title and company address. Please include telephone, fax, and e-mail information for verification purposes.

If ASQ has any questions or needs to verify any of the information provided in this affidavit, we will contact the project champion.